

## Kirchmer, Cindy

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**From:** Shannon, Jennifer  
**Sent:** Monday, August 29, 2016 2:12 PM  
**To:** Kirchmer, Cindy  
**Cc:** Bonner, Jerome; Krift, Cheryl; Mick, David  
**Subject:** RE: FOIA Task; EPA-R5-2016-009584

Good afternoon Cindy,

We do not have the additional responsive documents to provide for the subject FOIA - PARS or position descriptions for the period 2010-2011 (note, the retention period for PARS is 4 years; our records do not reflect a PD for the period 2010-2011).

Thank you,

Jennifer Shannon  
Branch Chief, Regional Operations  
Human Resources Shared Service Center  
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-----Original Task-----

**Subject:** FOIA Task; EPA-R5-2016-009584  
**Priority:** Normal

**Start date:** Mon 8/29/2016  
**Due date:** Fri 9/9/2016

**Status:** Not Started  
**% Complete:** 0%  
**Actual work:** 0 hours

**Requested by:** Bonner, Jerome

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Jerome,

We have been assigned the attached FOIA task from Region 5 to search for and provide responsive records by Tuesday, September 13, 2016. Since this is a task assignment, Region 5 has the lead and they will prepare the actual response letter. The SSC needs to make redactions to records that may possess PII and email documents to me by close of business on Monday, September 12. I will upload the documents into the FOIA database and close the action for us. If you or staff have any questions, please let me know.

Cindy  
x-7737